Illinois. University--Library

Handbook of public service divisions.

HANDBOOK OF PUBLIC SERVICE DIVISIONS IN THE UNIVERSITY OF ILLINOIS LIBRARY

CONTENTS:

Urbana, Illinois
January 1944

This handbook is a revised edition of College and Departmental Libraries and Reading Rooms in the University of Illinois Library, published in February, 1942. The data included has been supplied by each departmental librarian and edited by Miss Ruth Erlandson, Reference Assistant in charge of the Information Desk.

Any changes in the information given here, especially variations in hours, should be reported promptly to the Information Desk.

H. G. Bousfield
Associate University
Librarian

FOR USE BY THE LIBRARY STAFF
January, 1944

AGRICULTURAL LIBRARY
226 New Agriculture
U6132 No Bell phone

1. LIBRARIAN: Miss Mary G. Burwash. (Hours: Mon.-Fri. 8-4; Sat. 8-12)
2. PROFESSIONAL ASSISTANT: Miss Lucile M. Neu.
3. LIBRARY HOURS:
   School year: Mon.-Thurs. 7:50-12, 1-5:30, 7-10; Fri.-Sat. 7:50-12, 1-5:30. Closed Sunday.
   Summer semester: Same as above.
   Usual vacation hours: Mon.-Sat. 8-12, 1-5.
4. BOOK COLLECTION: 29,000 volumes.
5. SUBJECTS: Agriculture, Bacteriology, botany, chemistry, economics, medicine, sociology--all as related to agriculture.
6. SPECIAL MATERIALS:
   1. Vertical file of uncataloged material.
   2. Pamphlet box file of 38,000 duplicate uncataloged bulletins from USDA and state agricultural experiment stations.
   3. Browsing collection, 280 volumes.
   4. Herd books of pure bred dairy cattle, 650 volumes.
7. CLASS RESERVES: All courses in the College of Agriculture except most of those in Home economics.
8. PERSONS ENTITLED TO USE LIBRARY: All connected with the University. Others with special permission.
9. CIRCULATION OF BOOKS:
   I. PERIODS OF CIRCULATION:
      (1) Non-circulating: Reference books; bound sets of USDA and state agricultural experiment station bulletins and reports; herd books.
      (2) Overnight (Mon.-Thurs. 9 p.m.-9 a.m.; Fri. 4 p.m.-Sat. 9 a.m.; Sat. 4 p.m.-Mon. 9 a.m.): Class reserves.
      (3) One week: None.
      (4) Two weeks: All except as noted above.
      (5) Other periods: Official publications to faculty on campus by special permission.
   II. NUMBER OF BOOKS TO A PERSON: Restricted only when demand requires.
   III. RENEWALS: Two-week books renewed if not in demand. No telephone renewals. May renew without bringing book.
   IV. RESERVATIONS: Only in exceptional cases. No reserve books held for individuals. Faculty members have first privilege of taking books recommended by them.
10. CIRCULATION OF MAGAZINES: Faculty use on campus for a limited period, usually 2-3 days. Graduate students may take to seminar classes by permission.
11. CIRCULATION OF PAMPHLETS: (See no. 6) Vertical file material does not circulate. Bulletins circulate for two weeks.
12. RECORDS:
    (1) Public card catalog (author, subject, title) Kept up-to-date by cards from Catalog Department.
    (2) Public shelf list, kept in librarian's office but available at all times.
    (3) Special card catalog (author, subject, title) of publications of the U.S. Department of agriculture.
    (4) Reserve lists, by courses.
    (5) Alphabetical author file of all books on class reserve.
13. PERIODICAL INDEXES: Agricultural index; also several abstracting journals on scientific literature.
14. EXAMINATION QUESTIONS: Only as placed on temporary reserve by instructors.
15. SPECIAL EQUIPMENT: None.

RICKER LIBRARY OF ARCHITECTURE
208 Architecture
U5224 No Bell phone

1. LIBRARIAN: Miss Cerilla E. Saylor. (Hours: Irregular)
2. PROFESSIONAL ASSISTANT: Miss Helen M. Reynolds.
3. LIBRARY HOURS:
   School year: Mon.-Sat. 7:50-5, 7-10. Closed Sunday.
   Summer semester: Mon.-Fri. 8-5; Sat. 8-12.
   Usual vacation hours: Mon.-Fri. 8-5; Sat. 8-12.
4. BOOK COLLECTION: 16,700 volumes.
5. SUBJECTS: All phases of art, except music.
6. SPECIAL MATERIALS:
   1. Clipping file, mounted illustrative material. 9,200 items.
   2. Photograph collection, architecture and art. 12,100 items.
   3. Lantern slide collection, architecture and art. 17,500 items.
   4. American Institute of Architects pamphlet file. 980 items. Uncataloged.
7. CLASS RESERVES: History of Architecture; History of Art; Architectural Design. (Short time reserves)
8. PERSONS ENTITLED TO USE LIBRARY: All connected with the University. Others with special permission from the Library Office.
9. CIRCULATION OF BOOKS:
   I. PERIODS OF CIRCULATION:
      (1) Non-circulating: Current and bound periodicals, folios and rare books may be used only in the building.
      (2) Overnight (Mon.-Fri. 4 p.m.-9 a.m.; Sat. 12 noon-Mon. 9 a.m.): General rule for all books, clippings, etc. loaned from Ricker Library, except for faculty use.
      (3) One week: None.
      (4) Two weeks: None.
      (5) Other periods: None.
   II. NUMBER OF BOOKS TO A PERSON: Not limited.
   III. RENEWALS: None.
   IV. RESERVATIONS: Only for books that are on reserve for special courses.
10. CIRCULATION OF MAGAZINES: Can be used in the Architecture Building--in drafting rooms or studios.
11. CIRCULATION OF PAMPHLETS: Overnight circulation permitted.
12. RECORDS:
      (1) Public card catalog (author, subject, title) Kept up-to-date by cards from Catalog Department.
      (2) Public shelf list.
      (3) Reserve lists, by courses.
      (4) Special card indexes: slide and photograph catalogs.
13. PERIODICAL INDEXES: Art index; Industrial arts index; Annual magazine subject index 1927-1934; Readers' guide (numbers retired by Reference Room)
14. EXAMINATION QUESTIONS: None.
15. SPECIAL EQUIPMENT: None.

BROWSING ROOM
203 Library
U4111 Bell: 7-4200

1. LIBRARIAN: Miss Sylvia Gilmore. (Hours: Mon.-Fri. 8-12, 1:15-4:15; sometimes Mon. 7-10 p.m.; Sat. 8-12)
2. PROFESSIONAL ASSISTANT: None.
3. LIBRARY HOURS:
   School year: Mon.-Sat. 7:50 a.m.-10 p.m. Sunday 2:30-5:30 p.m.
   Summer semester: Mon.-Sat. 7:50 a.m.-10 p.m. Closed Sunday.
   Usual vacation hours: Same as main circulation desk.
   NOTE: During hours when Browsing Room librarian is not on duty, the Main Loan Desk charges and discharges Browsing Room books.
4. BOOK COLLECTION: 2200 volumes.
5. SUBJECTS: General.
6. SPECIAL MATERIALS: World affairs; Poetry; Modern drama; Pamphlets on post-war planning; Current newspapers (Daily Illini; Chicago Daily News; Chicago Sun; Chicago Tribune; St. Louis Post Dispatch).
7. CLASS RESERVES: None.
8. PERSONS ENTITLED TO USE LIBRARY: All connected with the University. However, "I suggest to graduates and faculty that undergraduates have prior rights; particularly that new books should be for undergraduate use only."
9. CIRCULATION OF BOOKS:
   I. PERIODS OF CIRCULATION:
      (1) Non-circulating: A few reference books. These contain slip "For reading room use only."
      (2) Overnight: None.
      (3) One week: None.
      (4) Two weeks: All except the few reference books.
      (5) Other periods: None.
   II. NUMBER OF BOOKS TO A PERSON: Usually two. Only one new book; only one of those in demand for class reports.
   III. RENEWALS: Usually none. "Renewals at discretion of librarian according to public demand."
   IV. RESERVATIONS: None.
10. CIRCULATION OF MAGAZINES: The room has 3 book review magazines, gift copies, which are circulated at the discretion of the librarian.
11. CIRCULATION OF PAMPHLETS: Patrons requested to return pamphlets within three days.
12. RECORDS:
    (1) Public card catalogs (author, subject, title) Kept up-to-date with typed cards filed soon after books are received.
    (2) Public shelf lists--one arranged by author or biographee, as are books in the room; another arranged by class numbers.
    (3) No reserve lists. Rhetoric manual on file.
    (4) No special card indexes.
13. PERIODICAL INDEXES: None.
14. EXAMINATION QUESTIONS: None.
15. SPECIAL EQUIPMENT: None.

CERAMICS LIBRARY
205 Ceramics
(entrance through Room 204)
U2252 Bell: 7-3556

1. LIBRARIAN: [In charge of Miss Vannie L. Sheiry, department stenographer] (Hours: Mon.-Fri. 8:30-12, 1-5; Sat. 8:30-12)
2. PROFESSIONAL ASSISTANT: None.
3. LIBRARY HOURS:
   School year: Mon.-Fri. 8:30-12, 1-5; Sat. 8:30-12. Closed Sunday.
   Summer semester: Same.
   Usual vacation hours: Same. Closed ca.Aug. 15-Sept. 15.
4. BOOK COLLECTION: 2500 volumes.
5. SUBJECTS: Ceramics.
6. SPECIAL MATERIALS: Vertical file of uncataloged material.
7. CLASS RESERVES: Ceramic Engineering.
8. PERSONS ENTITLED TO USE LIBRARY: All undergraduates, graduates, and staff.
9. CIRCULATION OF BOOKS:
   I. PERIODS OF CIRCULATION:
      (1) Non-circulating: All unbound or bound copies of all journals or periodicals; reference books; all theses.
      (2) Overnight (Mon.-Fri. 4 p.m.-9 a.m.; Sat. 11 a.m.-Mon. 9 a.m.): All ceramics books used for class.
      (3) Other periods: "We allow the books which are not in constant demand to be taken out for a period of time--1 or 2 weeks as the need may be; however, our policy is to keep the books in the Library during the day so all may have access to them when needed."
   II. NUMBER OF BOOKS TO A PERSON: No limit.
   III. RENEWALS: "We do not hold rigidly to dates but explain to the students our system and we have had very good cooperation from them. They realize that if all get their books in, they too will not be inconvenienced."
   IV. RESERVATIONS: Permitted.
10. CIRCULATION OF MAGAZINES: Magazines do not circulate.
11. CIRCULATION OF PAMPHLETS: (See no. 6) Permitted.
12. RECORDS:
    (1) Public card catalog (author, title) Kept up-to-date.
    (2) [No shelf list]
    (3) [No reserve lists by courses]
    (4) [No special card indexes]
13. PERIODICAL INDEXES: Ceramic only.
14. EXAMINATION QUESTIONS: None.
15. SPECIAL EQUIPMENT: None.

CHEMISTRY LIBRARY
257 Noyes Laboratory
U2226 No Bell phone

1. LIBRARIAN: Mrs. Jean Malloy Welton. (Hours: Irregular)
2. PROFESSIONAL ASSISTANT: None.
3. LIBRARY HOURS:
   School year: Mon.-Sat. 7:50-6, 7-10. Closed Sunday.
   Summer semester: Same.
   Usual vacation hours: Mon.-Fri. 8:30-12, 1-5; Sat. 8:30-12.
4. BOOK COLLECTION: 17,000 volumes.
5. SUBJECTS: Chemistry and chemical engineering. Some books and periodicals in physics, psysiology, medicine, pharmacy, metallurgy.
6. SPECIAL MATERIALS: Palmer collection of 500 volumes from personal library of Professor Palmer.
7. CLASS RESERVES: No class reserves except for Chem. 95a. Other books placed on reserve because of frequent use.
8. PERSONS ENTITLED TO USE LIBRARY: All connected with the University. Others (1) with permit from Director of the Library, or (2) if introduced by a faculty member.
9. CIRCULATION OF BOOKS:
   I. PERIODS OF CIRCULATION:
      (1) Non-circulating: Reference books, including abstract journals. On very rare occasions these are permitted to circulate. Palmer collection.
      (2) Overnight (Mon.-Fri. 9 p.m.-9 a.m.; Sat. 5 p.m.-Mon. 9 a.m.): Reserve books and a few periodical sets (periodicals to graduate students only).
      (3) One week: Current and bound periodicals, to graduate and faculty.
      (4) Two weeks: All except those listed above.
      (5) Other periods: None, "except that we do not send overdue notices for two-week books to graduate students until the end of the semester unless there are requests for the books."
   II. NUMBER OF BOOKS TO A PERSON: Not limited.
   III. RENEWALS: For 1- and 2-week books, if there have been no other requests for them. Prefer that book be brought in when renewed. Telephone renewals permitted.
   IV. RESERVATIONS: Reserve 2-week books, holding them 3 days. Seldom notify anyone but a faculty member that a book is in.
10. CIRCULATION OF MAGAZINES: Current issues and bound volumes circulate to graduate students for one week. Undergraduates must have Chemistry Librarian's permission to take magazines.
11. CIRCULATION OF PAMPHLETS: No pamphlets in collection.
12. RECORDS:
    (1) Public card catalogs(author, subject, title) Kept up-to-date with temporary slips and cards from Catalog Department.
    (2) Shelf list, kept behind desk.
    (3) No lists of reserves by courses; reserve books are so indicated in circulation file.
    (4) No special indexes.
13. PERIODICAL INDEXES: Industrial arts index, 1928-date. Complete sets of: Chemical abstracts; British chemical abstracts; Chemisches zentralblatt; Société chimique de France, Bulletin: documentation; Pharmaceutical abstracts; Physiological abstracts; Nutrition abstracts.
14. EXAMINATION QUESTIONS: None.
15. SPECIAL EQUIPMENT: None.

CLASSICS READING ROOM
112 Library
(entrance through 114)
U5149 No Bell phone

1. LIBRARIAN: Miss Edith C. Jones. (Hours: No definite schedule in Classics. May be reached in Catalog Dept. Mon.-Fri. 8-12, 1-4; Sat. 8-12)
2. PROFESSIONAL ASSISTANT: None. (3 student assistants)
3. LIBRARY HOURS: Attendant at desk Mon.-Fri. 3-5, 7-10 p.m. Room may be entered through 114 rest of day. Certain members of the Library staff and the faculty, and graduate students in Classics, have keys to Room 114, which is unlocked when one of those people is present. Key is available at Loan Desk if needed.
4. BOOK COLLECTION: About 30,000 volumes.
5. SUBJECTS: All subjects pertaining to classical literature, history and culture are well represented; e.g. patristics, mythology, archaeology, ancient history, modern Greek, Greek philosophy, numismatics, and of course editions, translations and criticisms of Greek and Latin authors and of mediaeval and Byzantine authors.
6. SPECIAL MATERIALS: None in Classics library. Pamphlet collection on classical subjects (mostly "programs", dissertations, etc. of the 19th century) kept on fifth floor of stacks. An author list of these is kept (in drawers following card catalog) in Classics. They are not listed in any way in the main catalog.
7. CLASS RESERVES: For all graduate courses in Classics, and for some undergraduate courses (Latin 1a, 13, 20). Large reserves, such as English 54 (Comparative Literature) are kept in regular reserve rooms.
8. PERSONS ENTITLED TO USE LIBRARY: Anyone who wishes to consult or read a book or periodical in Classics is very welcome. Anyone entitled to withdraw a book from the main Loan Desk may take book from Classics. If help is needed during the hours the desk is unattended, phone Miss Jones in Catalog Dept.
9. CIRCULATION OF BOOKS:
   I. PERIODS OF CIRCULATION:
      (1) Non-circulating: Current and bound periodicals; reference books; Mss. and photostats of Mss.; very rare or early books.
      (2) Overnight (Mon.-Fri. 9 p.m.-9 a.m.; Sat. 11 a.m.-Mon. 9 a.m.): Reserved books.
      (3) One week: None.
      (4) Two weeks: Books not in (1) or (2).
      (5) Other periods: Graduate students and faculty permitted to keep books for indefinite periods, until called in.
   II. NUMBER OF BOOKS TO A PERSON: No definite limit.
   III. RENEWALS: Permitted.
   IV. RESERVATIONS: Permitted.
10. CIRCULATION OF MAGAZINES: Only to members of the faculty.
11. CIRCULATION OF PAMPHLETS: Uncataloged pamphlets do not circulate; after they are cataloged they are under the same rules as other books.
12. RECORDS:
      (1) Card catalog complete for books acquired before 1929; after that date author or main entry cards only have been added. The main catalog must be consulted for subject, translator, editor, title cards and for analytics.
      (2) Public shelf list. Kept up-to-date by cards from Catalog Dept. Contains notations from inventories.
      (3) Books on reserve. Charges in charging tray.

(4) Special author index of uncataloged Classics pamphlets. (See No. 6)

13. PERIODICAL INDEXES: None. (The "Bursian's jahresberichte" and the "L'Année philologique"--now behind on account of the war--are bibliographies which list books and reviews).
14. EXAMINATION QUESTIONS: None.
15. SPECIAL EQUIPMENT: None.

COLLEGE OF COMMERCE
DEPT. OF SOCIOLOGY
READING ROOM

U4156 No Bell phone

1. LIBRARIAN: Miss Hazel Yearsley Shaw. (Hours: Mon.-Fri. 8-12, 1-4; Sat. 8-12)
2. PROFESSIONAL ASSISTANT: None.
3. LIBRARY HOURS:
   School year: Mon.-Fri. 7:50-12, 1-5, 7-10; Sat. 7:50-12, 1-5. Closed Sunday.
   Summer semester: Same as above.
   Usual vacation hours: Mon.-Sat. 10-12 a.m. Closed after summer semester. (Key at Loan Desk)
4. BOOK COLLECTION: 7,293 volumes.
5. SUBJECTS: Accountancy, business law, business organization and operation, economics (including public utilities and transportation), sociology.
6. SPECIAL MATERIALS: None.
7. CLASS RESERVES: For courses in the above subjects which require outside reading by sophomores, juniors, seniors and graduate students. (Econ. 22 in North Reserve)
8. PERSONS ENTITLED TO USE LIBRARY: All connected with the University. "This is supposed to be a study room for upperclassmen, therefore we try to discourage its use by freshmen."
   "Key at loan desk in vacation periods when shorter hours are scheduled. All books here are reserve books."
9. CIRCULATION OF BOOKS:
   I. PERIODS OF CIRCULATION:
      (1) Non-circulating: Books printed before 1880; government publications; magazines and newspapers; permanent reserves (reference books); privately owned copies.
      (2) Overnight (Mon.-Fri. 9 p.m.-9 a.m.; Sat. 4 p.m.-Mon. 9 a.m.): All except those listed above.
      (3) One week: None.
      (4) Two weeks: None.
      (5) Other periods: "Occasionally for a few days by written permit issued by professor in charge of course."
   II. NUMBER OF BOOKS TO A PERSON: Limited only enough to insure fair distribution among the various borrowers.
   III. RENEWALS: None.
   IV. RESERVATIONS: Absolutely none.
10. CIRCULATION OF MAGAZINES: "Very seldom. Occasionally an unbound number is issued to a professor for a few days for use in his office." Only 3 latest issues of each magazine are kept, with a few exceptions.
11. CIRCULATION OF PAMPHLETS: No pamphlets in collection.
12. RECORDS:
    (1) Author file at desk, for use of librarians. Up-to-date.
    (2) Shelf list ("Charging file"), for use of librarians.
    (3) Reserve lists, by courses.
    (4) Newspaper and magazine list.
    (5) Permanent reserve list.
    (6) Course file (alphabetically by courses) on librarian's desk.
13. PERIODICAL INDEXES: P.A.I.S. Bulletin; Readers' guide.
14. EXAMINATION QUESTIONS: Econ. 19, 20, 70, 122 (hour exams and finals).
15. SPECIAL EQUIPMENT: None.

EDUCATION, PHILOSOPHY, AND PSYCHOLOGY READING ROOM
123 Library
U4155 No Bell phone

1. LIBRARIAN: Dr. Gwladys Spencer. (Hours: Irregular)
2. PROFESSIONAL ASSISTANTS: Mrs. Evalyn Reich Nelson, full-time; Miss Ione Chapman, half-time.
3. LIBRARY HOURS:
   School year: Mon.-Sat. 7:50-12, 1-6, 7-10. Closed Sunday.
   Summer semester: Mon.-Sat. 7:50 a.m. - 10 p.m.
   Usual vacation hours: Mon.-Sat. 9-12, 2-4.
4. BOOK COLLECTION: 10,000 volumes.
5. SUBJECTS: As indicated.
6. SPECIAL MATERIALS: Tests; Courses of study; Loyola digests; State educational directories; State school laws (latest only)
7. CLASS RESERVES: Education (all courses except Educ. 6); Philosophy; Psychology (except Psych. 1); General Division 6 (Fine arts); General Division 7 (Philosophy and psychology)
8. PERSONS ENTITLED TO USE LIBRARY: Upperclassmen and graduate students in Education and Psychology. All students in Philosophy. Others assisted individually.
9. CIRCULATION OF BOOKS:
   I. PERIODS OF CIRCULATION:
      (1) Non-circulating: Periodicals, tests, courses of study, yearbooks, and other special reference materials do not circulate to students.
      (2) Overnight (Mon.-Fri. 9 p.m.-9 a.m.; Sat., duplicates 5 p.m.-Mon. 9 a.m., single copies 8 p.m.-Mon. 9 a.m.): Class reserves.
      (3) One week: All unreserved books.
      (4) Two weeks: None.
      (5) Other periods: None.
   II. NUMBER OF BOOKS TO A PERSON: Usually not more than two of the 1-week books at a time.
   III. RENEWALS: 1-week books are renewable. Faculty may renew by phone.
   IV. RESERVATIONS: Not customary.
10. CIRCULATION OF MAGAZINES: Circulate in special cases only, with permission of the librarian.
11. CIRCULATION OF PAMPHLETS: Follows general rules for books.
12. RECORDS:
   (1) Public author catalog (with a few subjects and titles)
   (2) Supplementary card catalog of books from the old Lincoln Hall collection, largely kept now in general stacks.
   (3) Shelf list.
   (4) Lists of reserve books, by courses (kept at desk)
   (5) Finding list (alphabetical by author) of reserve books.
   (6) Special indexes and bibliographies: Subject index to tests and courses of study; Loyola digests; Bibliography on Latin-American education.
13. PERIODICAL INDEXES: Education index; Readers' guide; International index; Occupational index; Psychological abstracts; Philosophic abstracts.
14. EXAMINATION QUESTIONS: Some old Psych. 1 questions, before May 1937.
15. SPECIAL EQUIPMENT:
   (1) 1943 wall map of Illinois.
   (2) Elliptical-projection world map, 1942 (wall).
   (3) Terrestrial globe.

ENGINEERING LIBRARY
119 Engineering Hall
U6134 No Bell phone

1. LIBRARIAN: Miss Hilda J. Alseth. (Hours: Daytime; occasionally evenings)
2. PROFESSIONAL ASSISTANT: Mr. E. B. Caldwell.
3. LIBRARY HOURS:
   School year: Mon.-Sat. 7:50 a.m.-10 p.m. Closed Sunday.
   Summer semester: Mon.-Sat. 7:50 a.m.-10 p.m.
   Usual vacation hours: Vary according to need. Often 8-12, 1-6.
4. BOOK COLLECTION: 47,000 volumes.
5. SUBJECTS: Engineering and related subjects.
6. SPECIAL MATERIALS:
   1. Lantern slides.
   2. Manufacturers' catalogs, including "Catalogue studies".
7. CLASS RESERVES: For graduate and undergraduate courses in Engineering. Some Freshman Hygiene reserves. Reserves for elementary Physics courses. Reserves for some of the special courses now being given.
8. PERSONS ENTITLED TO USE LIBRARY: University faculty, students, and research workers, including research staffs of state surveys. Others who have permits from the Director's office. Men in the armed forces according to regular University practice.
9. CIRCULATION OF BOOKS:
   I. PERIODS OF CIRCULATION:
      (1) Non-circulating: Reference books; publications of engineering societies; handbooks; magazines. (Staff members are occasionally permitted to take society publications or magazines for a limited time)
      (2) Overnight (Mon.-Fri. 9 p.m.-9 a.m.; Sat. 8 p.m.-Mon. 9 a.m.): Reserve books.
      (3) One week: None.
      (4) Two weeks: Books not in above classifications.
      (5) Other periods: None.
   II. NUMBER OF BOOKS TO A PERSON: Not limited.
   III. RENEWALS: Two-week books may be renewed once.
   IV. RESERVATIONS: When requested, we notify faculty members of new books and hold the books for them.
10. CIRCULATION OF MAGAZINES: "Only occasionally, to faculty or to research workers, by special permission and for a limited time, usually 2 or 3 days. Once in a while a bound magazine is taken for a week. Research professors are permitted to keep magazines in foreign languages for a longer time."
11. CIRCULATION OF PAMPHLETS: Only bibliographies in the file. They do not circulate.
12. RECORDS:
      (1) Public card catalog (author, subject, title) Kept up-to-date with cards from Catalog Department.
      (2) Public shelf list.
      (3) Reserve lists, by courses.
      (4) Special card indexes: lantern slides; manufacturers' catalogs; college and university catalogs.
13. PERIODICAL INDEXES: Engineering index; Industrial arts index; Indexes to special publications.
14. EXAMINATION QUESTIONS: None.
15. SPECIAL EQUIPMENT: "The College of Engineering owns microfilm machines. These are not kept in the Library."

GRADUATE READING ROOM IN ENGLISH
321 Library

U4256 No Bell phone

1. LIBRARIAN: Miss Eva Faye Benton. (Hours: Mon.-Fri. 8-12, 1-4; Sat. 8-12)
2. PROFESSIONAL ASSISTANT: None.
3. LIBRARY HOURS:
   School year: Mon.-Fri. 7:50 a.m.-9 p.m.; Sat. 7:50 a.m.-6 p.m. Closed Sunday.
   Summer semester: Same.
   Usual vacation hours: Mon.-Sat. 9-12.
4. BOOK COLLECTION: 6200 volumes.
5. SUBJECTS: English literature (emphasis on material used by graduate students); very little American or contemporary literature.
6. SPECIAL MATERIALS: None.
7. CLASS RESERVES: English 17, 27, 62, 63, 65; all English graduate courses; General Division 6 (English, Speech).
8. PERSONS ENTITLED TO USE LIBRARY: All connected with University. Used mainly by graduates and faculty because of nature of material in collection.
9. CIRCULATION OF BOOKS:
   I. PERIODS OF CIRCULATION:
      (1) Non-circulating: Bound periodicals; certain Society publications; fine, expensive, or old volumes.
      (2) Overnight (Mon.-Fri. 8 p.m.-9 a.m.; Sat. 5 p.m.-Mon. 9 a.m.): Class reserves.
      (3) One week: Some.
      (4) Two weeks: Some.
      (5) Other periods: Some for 2 or 3 days.
   II. NUMBER OF BOOKS TO A PERSON: Limited only when demand requires.
   III. RENEWALS: Permitted. No telephone renewals.
   IV. RESERVATIONS: None for individuals.
10. CIRCULATION OF MAGAZINES: Very rare.
11. CIRCULATION OF PAMPHLETS: No pamphlets.
12. RECORDS:
      (1) Public card catalog (author, title, subject) Kept up-to-date only on author cards. Also represents books no longer in Seminar.
      (2) Public shelf list.
      (3) Lists of books on reserve, by courses.
      (4) Author file of books on reserve.
      (5) List (with location and call number) of magazines most commonly referred to in bibliographies on English and American literature.
13. PERIODICAL INDEXES: Modern humanities research association's Bibliography.
14. EXAMINATION QUESTIONS: None.
15. SPECIAL EQUIPMENT: None.

FLORICULTURE LIBRARY
202 Floriculture Greenhouse
U4139 Bell: 7-3160

1. LIBRARIAN: [In charge of Mrs. Dorothy Dillman Koch, stenographer]
   (Hours: Mon.-Fri. 8-12, 1-5; Sat. 8-12)
2. PROFESSIONAL ASSISTANT: None.
3. LIBRARY HOURS:
   School year: Mon.-Fri. 8-12, 1-5; Sat. 8-12. Closed Sunday.
   Summer semester: Same.
   Usual vacation hours: Same.
4. BOOK COLLECTION:
5. SUBJECTS: Floriculture books, trade and garden journals, horticultural reference books, chemical and botanical books dealing with floricultural subjects.
6. SPECIAL MATERIALS: None.
7. CLASS RESERVES: None.
8. PERSONS ENTITLED TO USE LIBRARY: All connected with the University.
9. CIRCULATION OF BOOKS:
   I. PERIODS OF CIRCULATION:
      (1) Non-circulating: Bound volumes of periodicals.
      (2) Overnight (Mon.-Fri. 4:30 p.m.-9 a.m.; Sat. 11:30 a.m.-Mon. 9 a.m.): All books in the library.
      (3) One week: None.
      (4) Two weeks: None.
      (5) Other periods: None.
   II. NUMBER OF BOOKS TO A PERSON: Not limited.
   III. RENEWALS: None.
   IV. RESERVATIONS: None.
10. CIRCULATION OF MAGAZINES: Not permitted.
11. CIRCULATION OF PAMPHLETS: No pamphlet collection.
12. RECORDS:
      (1) Card catalog (author, subject). Kept up-to-date. Not available to students.
      (2) No shelf list.
      (3) No reserve lists.
      (4) No special card indexes.
13. PERIODICAL INDEXES: None.
14. EXAMINATION QUESTIONS: None.
15. SPECIAL EQUIPMENT: None.

GEOLOGICAL SURVEY LIBRARY
419 Natural Resources
U4293 Bell: 6-1838 (Survey office)

NOTE: This library belongs to the Geological Survey and is not a part of the University of Illinois Library. Its holdings are not listed in the public card catalog at the Main Library. Information about the Survey library is included here because its resources are available on the campus.

1. LIBRARIAN: [In charge of Mrs. Portia Allyn Smith, Assistant technical editor.] (Hours: Mon.-Fri. 8:30-12, 1-5; Sat. 8:30-12)
2. PROFESSIONAL ASSISTANT: None.
3. LIBRARY HOURS:
   School year: Mon.-Fri. 8:30-12, 1-5; Sat. 8:30-12. Closed Sunday.
   Summer semester: Same.
   Usual vacation hours: Same.
4. BOOK COLLECTION:
5. SUBJECTS: Geology and its branches.
6. SPECIAL MATERIALS: Publications of U.S. Geological Survey and of geological surveys for states bordering Illinois; publications of the U.S. Bureau of Mines; A.I.M.E. pamphlets and transactions.
7. CLASS RESERVES: None.
8. PERSONS ENTITLED TO USE LIBRARY: All connected with the University; visitors. Members of the Geological Survey staff have priority in the use of all material, but there are no other restrictions.
9. CIRCULATION OF BOOKS:
   I. PERIODS OF CIRCULATION:
      (1) Non-circulating: General reference books.
      (2) Other periods: At the discretion of the librarian in charge. No special time period.
   II. NUMBER OF BOOKS TO A PERSON: Not limited.
   III. RENEWALS: No policy.
   IV. RESERVATIONS: No policy.
10. CIRCULATION OF MAGAZINES: Permitted to members of Survey staff. Others must have special permission from librarian in charge.
11. CIRCULATION OF PAMPHLETS: Under same rules as books.
12. RECORDS:
    (1) Card catalog (author, subject, title). Incomplete.
    (2) Shelf list. (Books are arranged by state; most of them not classified.)
13. PERIODICAL INDEXES: None.
14. EXAMINATION QUESTIONS: None.
15. SPECIAL EQUIPMENT: None.

HISTORY AND POLITICAL SCIENCE
GRADUATE READING ROOM
424 Library
(also 424 A, B, C; 422, 412)

U6248 No Bell phone.

1. LIBRARIAN: Miss Nelle Signor (Hours: Mon.-Fri. 8:30-12, 1-4:30; Sat. 8:30-12)
2. PROFESSIONAL ASSISTANT: None. (2 student assistants.)
3. LIBRARY HOURS:
   School year: Mon.-Sat. 8 a.m. - 10 p.m. Closed Sunday.
   Summer semester: Same.
   Usual vacation hours: Same hours as the General Library.
4. BOOK COLLECTION: Room 424 and 424B: 16,000 volumes.
   Room 422 (League of Nations): 700 volumes.
   Room 412: 3500-4000 pamphlets, 250 books.
5. SUBJECTS: As indicated.
6. SPECIAL MATERIALS:
   (1) Room 412. Pamphlets on city governments, cataloged second class according to a special classification.
   (2) Room 422. League of Nations publications.
   (3) Room 424C. Microfilms.
7. CLASS RESERVES: For History and Political Science graduate courses; Social Science 1; 9-L courses.
8. PERSONS ENTITLED TO USE LIBRARY: Graduate students and faculty members. Undergraduates majoring in History and Political Science.
   "Undergraduate students may use books in the History and Political Science Library when needed. If book is to be used for an extended time in case of term papers, senior theses, etc., written permit from the instructor is required."
9. CIRCULATION OF BOOKS:
   I. PERIODS OF CIRCULATION:
   (1) Non-circulating: British documents; League of Nations documents; Encyclopedias; U.S. Statutes at Large; Journals of Continental Congress, etc.
   (2) Overnight (Mon.-Fri. 9 p.m.-9 a.m.; Sat. 8 p.m.-Mon. 9 a.m.): University studies; reserve books; volumes from important collections (e.g. Mass.Hist.Soc.Coll.); bound periodicals.
   (3) One week: Only with a special permit.
   (4) Two weeks: Books not in (1) or (2).
   (5) Other periods: For theses and seminar reports time is extended.
   II. NUMBER OF BOOKS TO A PERSON: No limit.
   III. RENEWALS: Students must bring in the book to renew it.
   IV. RESERVATIONS: None.
10. CIRCULATION OF MAGAZINES: "Both current issues and bound volumes if request is important enough to warrant."
11. CIRCULATION OF PAMPHLETS: Pamphlets in Room 412 circulate.
12. RECORDS:
   (1) Public author catalog. Kept up-to-date by main entry cards from the Catalog Department for all books purchased on History and Political Science funds. Two separate files (1) Permanent collection, (2) Books sent to stacks.
   (2) Shelf list, made by the librarians on receipt of book which is to be kept permanently.
   (3) Lists of books on reserve.

(4) Temporary card index for League of Nations Documents until printed list is received.

(5) Printed checklist of Great Britain Roll Series. Kept up-to-date by insertions made by the librarian.

13. PERIODICAL INDEXES: None.
14. EXAMINATION QUESTIONS: None.
15. SPECIAL EQUIPMENT: Microfilm reading machines.

ILLINOIS HISTORICAL SURVEY
416-412 Lincoln Hall
U2158 No Bell phone

1. LIBRARIAN: [None. Part-time assistants only.]
2. PROFESSIONAL ASSISTANT: None.
3. LIBRARY HOURS:
   School year: Irregular. Telephone before sending people over.
   Summer semester: Same.
   Usual vacation hours: Closed.
4. BOOK COLLECTION: 2300 volumes.
5. SUBJECTS: Illinois history; western history.
6. SPECIAL MATERIALS: Large collections of MSS., photostats, transcripts, microfilms of MSS. in various repositories in this country and in Europe. Some newspaper files.
7. CLASS RESERVES: None.
8. PERSONS ENTITLED TO USE LIBRARY: All connected with the University. Books and files not in the rare class may be transferred to the Main Library for students who are making serious use of them.
9. CIRCULATION OF BOOKS:
   I. PERIODS OF CIRCULATION:
      (1) Non-circulating: Rare books and original MSS.
      (2) Overnight: None.
      (3) Other periods: Cases decided individually on responsibility of person and value of material.
   II. NUMBER OF BOOKS TO A PERSON: Not limited.
   III. RENEWALS: None.
   IV. RESERVATIONS: None.
10. CIRCULATION OF MAGAZINES: Generally not permitted.
11. CIRCULATION OF PAMPHLETS: File of pamphlets not permitted to circulate.
12. RECORDS:
      (1) Public card catalog (author, subject, title) of all the printed books in the collection. Kept up-to-date.
      (2) Public shelf list.
      (3) Card catalog of MSS. and transcripts (incomplete).
      (4) No reserve lists.
13. PERIODICAL INDEXES: None.
14. EXAMINATION QUESTIONS: None.
15. SPECIAL EQUIPMENT: None.

INFORMATION DESK

Circulation Room, Main Library
U6147 (Reference Desk) Bell: 7-4200

1. LIBRARIANS: Miss Ruth Erlandson, Miss Dorothy Parrish.
2. HOURS:

School year: Mon.-Thurs. 9-11 a.m.; 2-4:30, 7-9:30 p.m.
Fri. 9-11 a.m.; 2-4:30 p.m.
Sat. 9-11 a.m.; 2-4 p.m.
Closed Sunday.

Summer semester: Irregular.
Usual vacation hours: Closed.

NOTE: During hours when the Information Desk is not attended, librarians at the Reference Desk give this service.

3. SERVICES:

(1) Assists readers in the use of the card catalog, and refers them to additional sources of material in other departments of the library.
(2) Explains library rules and procedures.
(3) Answers general questions about the library, campus and community.

JOURNALISM LIBRARY
122 Gregory Hall
U5173 Bell: 7-4131

1. LIBRARIAN: Mrs. Eunice Collins Mohr. (Hours: Mon.-Sat. 9-12 a.m.; other hours irregular)
2. PROFESSIONAL ASSISTANT: Miss Frances Brooks.
3. LIBRARY HOURS:
   School year: Mon.-Fri. 8-6, 7-10; Sat. 8-6. Closed Sunday.
   Summer semester: Mon. 9-12, 1-5; Tues.-Thurs. 9-12, 1-5, 7-10; Fri. 9-12, 1-5; Sat. 9-12.
   Usual vacation hours: Mon.-Sat. 9-12.
4. BOOK COLLECTION: 3000 volumes.
5. SUBJECTS: Journalism, printing, advertising, photography, public relations, radio, freedom of the press, biography.
6. SPECIAL MATERIALS:
   1. Kiler collection - manuscripts, letters and books.
   2. Clipping file - from local papers (since 1939) on University faculty, organizations, departments, etc.
   3. Vertical file collection - house organs and newspaper promotion material.
   4. Bound volumes of New York Times since 1937. Bound volumes of Daily Illini. Recent years of all papers received in Journalism Library.
7. CLASS RESERVES: For Journalism courses only.
8. PERSONS ENTITLED TO USE LIBRARY: All connected with University. Newspaper stack room open only to students in Journalism courses, except by special permission (granted liberally to those who demonstrate real need to use file).
9. CIRCULATION OF BOOKS:
   I. PERIODS OF CIRCULATION:
      (1) Non-circulating: Some reference books; all magazines.
      (2) Overnight (1 hour before library closes for the day - due within first hour of next day library is open): Books on reserve for Journalism courses.
      (3) One week: None.
      (4) Two weeks: Those not included in (1) and (2).
      (5) Other periods: None.
   II. NUMBER OF BOOKS TO A PERSON: Restricted only when demand requires.
   III. RENEWALS: Permitted. Phone renewals accepted.
   IV. RESERVATIONS: Reserve books may be reserved, 1 book per person per night, but not same book 2 nights in succession.
10. CIRCULATION OF MAGAZINES: Not permitted.
11. CIRCULATION OF PAMPHLETS: Not permitted.
12. RECORDS:
    (1) Public card catalog (author, subject, title) Up-to-date.
    (2) Public shelf list.
    (3) Reserve lists for courses.
13. PERIODICAL INDEXES: Abridged Readers' guide; P.A.I.S. Bulletin, weekly issues; New York Times index.
14. EXAMINATION QUESTIONS: Some for use only during final exam period at special request of faculty.
15. SPECIAL EQUIPMENT: Rand McNally Globe.

LANDSCAPE ARCHITECTURE LIBRARY
203 New Agriculture
U6122 Bell: 7-3180

1. LIBRARIAN: Miss Mildred H. Bowers. (Hours: Mon.-Fri. 8-12, 2-5; Sat. 8-12)
2. PROFESSIONAL ASSISTANT: None.
3. LIBRARY HOURS:
   School year: Mon.-Sat. 8-12, 2-5, 7-10. Closed Sunday.
   Summer semester: Mon.-Sat. 8-12, 1-4 or 9-12, 1-5.
   Usual vacation hours: Vary according to need.
4. BOOK COLLECTION: 7500 volumes.
5. SUBJECTS: Landscape architecture, history of architecture, defense housing material, geography, sociology, agriculture, much on city planning. "Landscape architecture" does not refer strictly to books on gardening.
6. SPECIAL MATERIALS:
   1. Picture collection--material on all kinds of subjects.
   2. Pamphlet file of "General information".
   3. Lantern slides.
7. CLASS RESERVES: For Landscape Architecture courses.
8. PERSONS ENTITLED TO USE LIBRARY: All connected with the University.
9. CIRCULATION OF BOOKS:
   I. PERIODS OF CIRCULATION:
      (1) Non-circulating: Certain valuable and rare books, parts of sets, bound periodicals, reference works.
      (2) Overnight (Mon.-Fri. 9 p.m.-9 a.m.; Sat. 4 p.m.-Mon. 9 a.m.): All books which circulate may be kept for overnight only, or over the week-end. Longer with permission (rare cases).
      (3) One week: None.
      (4) Two weeks: None.
      (5) Other periods: Only with special permission.
   II. NUMBER OF BOOKS TO A PERSON: Not limited except when single copies are being needed for exam study.
   III. RENEWALS: To staff members only.
   IV. RESERVATIONS: Students may sign for books in advance in order to insure getting them for special study. We keep a notebook for this purpose. It does away with closing time arguments.
10. CIRCULATION OF MAGAZINES: Only to faculty members.
11. CIRCULATION OF PAMPHLETS: "The pamphlets circulate, as do uncataloged pictures needed by our students for use with plans being drafted at home, or here in the drafting rooms."
12. RECORDS:
    (1) Public card catalog (author, subject, title) Kept up-to-date with new cards from Catalog Department.
    (2) Public shelf list.
    (3) Lists of books on reserve, by courses.
    (4) Card index (subject) to lantern slides.
    (5) Card index to magazine articles in this library.
    (6) Card index to plant materials. Specimens pasted on cards, with references to others.
    (7) Card index to trees and shrubs in Champaign-Urbana.
13. PERIODICAL INDEXES: P.A.I.S. Bulletin; Art index; Municipal index and atlas.
14. EXAMINATION QUESTIONS: None.

15. SPECIAL EQUIPMENT: Stereopticon lantern. Possible permission from Head of Department.

Magazines purchased on Department funds, not listed in card catalog: Conservation; Garden digest; Hemlock arboretum; Planning and civic comment.

LAW LIBRARY
201 Altgeld Hall
U2174 Bell: 7-1252

1. LIBRARIAN: Mrs. Bernita Jewell Long. (Hours: Irregular.)
2. PROFESSIONAL ASSISTANT:
3. LIBRARY HOURS:
   School year: Mon.-Fri. 8-12; 1-6; 7-10. Sat. 8-12; 1-5. Sun. 2:30-5:30.
   Summer semester: Mon.-Fri. 8-12; 1-5; 7-10. Sat. 8-12; 1-4. Closed Sundays.
   Usual vacation hours: Mon.-Fri. 9-12; 1-5. Sat. 9-12.
4. BOOK COLLECTION: 73,000 volumes.
5. SUBJECTS: Law. Also some books on economics, sociology, political science and other social sciences related to law.
6. SPECIAL MATERIALS: Standard law textbooks in Braille; pamphlets.
7. CLASS RESERVES: For all courses in Law curriculum.
8. PERSONS ENTITLED TO USE LIBRARY: Anyone connected with the University; others by special permission.
9. CIRCULATION OF BOOKS:
   I. PERIODS OF CIRCULATION
      (1) Non-circulating: "Court reports, statutes, and periodicals are not usually allowed out of the building. Special permission to do so is given in some cases, however."
      (2) Overnight (Mon.-Fri. 9 p.m.-9 a.m.; Sat. 4 p.m.-Mon. 9 a.m.) Books on reserve for special courses.
      (3) One week: Textbooks not on reserve list.
      (4) Two weeks: None.
      (5) Other periods: None.
   II. NUMBER OF BOOKS TO A PERSON: Usually not limited. During the final examination period, textbooks on reserve are limited two to a person.
   III. RENEWALS: Permitted. Telephone renewals accepted.
   IV. RESERVATIONS: Not permitted.
10. CIRCULATION OF MAGAZINES: "Law faculty may use in their offices. Special permission is sometimes granted other faculty and graduates to take periodicals for a short time, generally 3 days to a week. Circumstances govern."
11. CIRCULATION OF PAMPHLETS: Permitted.
12. RECORDS:
    (1) Public card catalog (author, subject, title) Kept up-to-date by cards from Catalog Department.
    (2) Shelf list, not available to students.
    (3) Reserve lists for courses.
    (4) Special card indexes: Foreign law; Roman law; Trials; Books in vault; Pamphlets.
13. PERIODICAL INDEXES: Chipman's Index to legal periodicals; A.A.L.L. Index to legal periodicals; CCH Index to legal periodicals.
14. EXAMINATION QUESTIONS: For Law courses. A bar exam collection has been started but is still small.
15. SPECIAL EQUIPMENT: None.

LIBRARY SCHOOL LIBRARY
306 Library (also 308)
U3155 (Room 312) Bell: 7-4959

1. LIBRARIAN: Miss Elma Anderson (Hours: Mon.-Fri. 9-12 a.m.; other hours irregular.)
2. PROFESSIONAL ASSISTANT: None.
3. LIBRARY HOURS:
   School year: Open for use whenever the main library is open (except Sunday) but no one is in charge except during above hours.
   Summer semester: Same.
   Usual vacation hours: Same.
4. BOOK COLLECTION: 7530 volumes.
5. SUBJECTS: Library science.
6. SPECIAL MATERIALS: Vertical file.
7. CLASS RESERVES: For all Library Science courses, both first and second year.
8. PERSONS ENTITLED TO USE LIBRARY: Graduates and faculty, Library School students. If undergraduates need books located there, telephone for permission to send up students.
   "If undergraduates need books when librarian is not on duty, it would be more satisfactory for the student to wait until the next day, since our books are located in so many different rooms. If immediate use is necessary, some staff member should come to get the book. Loan Desk attendants may take the books, providing they are not on reserve shelves. A charge slip should of course be left."
9. CIRCULATION OF BOOKS:
   I. PERIODS OF CIRCULATION:
      (1) Non-circulating: Bound periodicals and reference sets (except within building).
      (2) Overnight (Mon.-Fri. 9 p.m.-9 a.m.; Sat. 11 a.m.-Mon. 9 a.m.): Reserve books. "Reading" books for Book Selection circulate (to Library School students only) Mon.-Fri. 5 p.m.-9 a.m., Sat. 11 a.m.-Mon. 9 a.m. Students not registered in Library School may use the books in the room, but may not take them out.
      (3) One week: None.
      (4) Two weeks: All books not in (1) or (2).
      (5) Other periods: By special permission.
   II. NUMBER OF BOOKS TO A PERSON: Not limited.
   III. RENEWALS: Permitted for 2-week books.
   IV. RESERVATIONS: No policy.
10. CIRCULATION OF MAGAZINES: Not out of the building except by special permission, but they may leave 306.
11. CIRCULATION OF PAMPHLETS: Permitted.
12. RECORDS:
   (1) Public card catalogs in Room 306: (a) Author file of books currently in collection, kept up-to-date by cards from the Catalog Department. (b) Dictionary catalog (used formerly) is kept for reference, but is not up-to-date.
   (2) Public shelf list, in Room 306.
   (3) Reserve lists, by courses.
   (4) "Classed file of call slips, listing all books in use in school which are not in regular shelving order. Includes books taken from stacks. Room location is given for each, and/or reserve section indicated."

13. PERIODICAL INDEXES: Library literature; Essay and general literature index; A.L.A. index.
14. EXAMINATION QUESTIONS: None.
15. SPECIAL EQUIPMENT: Visible index to periodicals in the Library School.

LOAN DESK
203 Library.
U4111 Bell: 7-4200

1. LIBRARIAN: Miss Emma R. Jutton. (Hours: Irregular.)
2. PROFESSIONAL ASSISTANTS: Miss Helen Stewart (Asst. Loan Librarian) and 10 others.
3. LIBRARY HOURS:
   School year: Mon.-Sat. 7:50 a.m.-10 p.m. Sunday 2:30-5:30 p.m.
   Summer semester: Mon.-Sat. 7:50 a.m.-10 p.m. Closed Sunday.
   Usual vacation hours: Mon.-Sat. 8 a.m.-6 p.m. Closed Sunday.
4. BOOK COLLECTION: Approximately 800,000 cataloged volumes in the stacks.
5. SUBJECTS: General.
6. SPECIAL MATERIALS:
   (1) University of Illinois publications.
   (2) University of Illinois theses.
   (3) College and university catalogs for U.S. and foreign countries.
   (4) Extra-mural collection (for use with extension courses.)
   (5) Telephone directories.
   (6) U.S. documents. Serial set, hearings, and bills kept separate; others classified with general collection.
   (7) British parliamentary papers.
7. CLASS RESERVES: None.
8. PERSONS ENTITLED TO USE LIBRARY: Faculty, students and others who have been given special permits may withdraw books. Book stacks open to members of faculty, administrative staff, library staff and graduate students. Send others to Loan Librarian for stack permits.
9. CIRCULATION OF BOOKS:
   I. PERIODS OF CIRCULATION:
      (1) Non-circulating: Government publications; periodicals; serials; books kept in vaults and closed stacks. Books published before 1900 circulate at discretion of the professional attendants.
      (2) Overnight: None.
      (3) One week: None.
      (4) Two weeks: Books not included in (1)
      (5) Other periods: Books charged to other public service divisions, to cubicles and to faculty offices for unstated periods. Subject to recall by Loan Librarian.
   II. NUMBER OF BOOKS TO A PERSON: Reasonable number.
   III. RENEWALS: 2-week books may be renewed once if not requested by another patron.
   IV. RESERVATIONS: Permitted for 2-week books. Students are notified by mail, and books are held three days.
10. CIRCULATION OF MAGAZINES: Restricted to use in the library building. Faculty permitted to use in their offices for a limited period.
11. CIRCULATION OF PAMPHLETS: Under same rules as books.
12. RECORDS:
   (1) Public card catalog.
   (2) Public shelf list.
   (3) Circulation records.
13. PERIODICAL INDEXES: Only superseded issues kept in stacks.
14. EXAMINATION QUESTIONS: None.
15. SPECIAL EQUIPMENT: Talking book machine for use of visually handicapped students (kept in Room 404).

MAP LIBRARY
418 Library

The Map Library, which is in the process of being organized, is housed in Room 418 of the main library. The Library comprises a large collection of all types of maps. Although most of the maps acquired during the past ten years remain uncataloged, the majority of the maps, both cataloged and uncataloged, are provisionally arranged by geographic areas in a series of large map cases.

Since the newly appointed map librarian, Miss Muriel H. Parry, will not assume her duties until February, such matters as library hours, rules for the use of map materials, etc., will not be decided until she arrives. In the meantime, persons who may have occasion to use material in the Map Library should apply at the Reference Desk.

MATHEMATICS LIBRARY
258 Mathematics
U5247 No Bell phone

1. LIBRARIAN: Mr. E. S. Warrick. (Hours: Usually Mon.-Sat. 7:50-12 in Mathematics Library; Mon.-Fri. 1-4 in 438 Library.)
2. PROFESSIONAL ASSISTANT: None.
3. LIBRARY HOURS:
   School year: Mon.-Sat. 7:50-12, 1-5, 7-10. Closed Sunday.
   Summer semester: Same.
   Usual vacation hours: Mon.-Sat. 9-12; 2-5.
4. BOOK COLLECTION: 13,500 volumes.
5. SUBJECTS: Mathematics, with some overlapping interests in science, philosophy and statistics.
6. SPECIAL COLLECTIONS:
   1. "Nearly 9,000 uncataloged pamphlets, many of them reprints of journals or foreign theses, duplicating cataloged literature in many but not all cases. About ten thousand pamphlets were obtained from Germany after the first World War. Members of the Department sorted them under broad subjects and a 'catalog of pamphlets' was typed. (See A510 C56e in Main and Math Library). Some of the ten thousand were cataloged in large groups or as separate pamphlets."
   2. Textbook collection. (Moderately old textbooks often used with courses in teaching of mathematics.)
7. CLASS RESERVES: All courses taught by Mathematics Department. "In a few cases books that were in the Mathematics library have been reserved by request of faculty in other departments. A loan to the library in another department for periods when books are not actually needed by the Mathematics Department is more frequent."
8. PERSONS ENTITLED TO USE LIBRARY: All connected with the University, also persons having permits.
9. CIRCULATION OF BOOKS:
   I. PERIODS OF CIRCULATION:
      (1) Non-circulating: Reference books, general bibliographies.
      (2) Overnight (Mon.-Fri. 9 p.m.-9 a.m.; Sat. 8 p.m.-Mon. 9 a.m.) Reserved books and textbook collection.
      (3) One week: Occasionally.
      (4) Two weeks: Most of the collection, except as modified by rules in Library Handbook.
      (5) Other periods: Only in special cases.
   II. NUMBER OF BOOKS TO A PERSON: Not limited.
   III. RENEWALS: Permitted. Campus telephone requests are usually from faculty and are honored. Students have not been required to bring in book for renewal.
   IV. RESERVATIONS: Books reserved for regular 2-week loans. Books held one day, but person not notified.
10. CIRCULATION OF MAGAZINES: Some limitations on strictly new ones. Loaned to any faculty offices or cubicles on campus. Loaned for interlibrary loan or for use in any library on the campus.
11. CIRCULATION OF PAMPHLETS: (See no. 6) Pamphlets permitted to circulate. Collection would not be useful for undergraduates.
12. RECORDS:
    (1) Public card catalog (author, subject, some titles) Kept up-to-date by cards from Catalog Department.
    (2) Public shelf list.

(3) No lists of books on reserve, by courses. "A charge is made in the charging file and numbers are copied on borrowers cards by course. That forms a complete record."
(4) Pamphlet catalog, printed. (See no. 6)

13. PERIODICAL INDEXES: Mathematical reviews; International catalog of scientific literature, A: Mathematics; Royal society of London. Catalog of scientific papers, including subject index--Mathematics. Foreign indexes.
14. EXAMINATION QUESTIONS: For Mathematics courses.
15. SPECIAL EQUIPMENT:
    (1) Spencer lens company. Microfilm reader.
    (2) A 100 watt S.V.E. projector has been kept in the library for use of faculty and students for reading microfilm.
    (3) Two spherical blackboards.
    (4) Three large slide rules.
    (5) Some mathematical models.
    (6) Visible index to mathematical periodicals (entries not completed for periodicals not in Mathematics Library.)

MODERN LANGUAGES READING ROOM
425 Library
U6148 No Bell phone

1. LIBRARIAN: Miss Florence M. Harding. (Hours: Mon.-Fri. 1-4 p.m.; Mon.-Sat. 8-12 a.m. in Catalog Department)
2. PROFESSIONAL ASSISTANT: None.
3. LIBRARY HOURS:
   School year: Mon.-Fri. 8-12, 1-6, 7-9; Sat. 8-12, 1-6. Closed Sunday.
   Summer semester: Same.
   Usual vacation hours: Same as main library.
4. BOOK COLLECTION: 6,736 volumes.
5. SUBJECTS: Spanish, French, Italian, German literatures and languages.
6. SPECIAL MATERIALS: Current issues of foreign newspapers in Spanish, French, Italian and German.
7. CLASS RESERVES: For graduate courses in the field.
8. PERSONS ENTITLED TO USE LIBRARY: Graduates and faculty primarily. Undergraduates also permitted to use books.
9. CIRCULATION OF BOOKS:
   I. PERIODS OF CIRCULATION:
      (1) Non-circulating: Encyclopedias, certain dictionaries.
      (2) Overnight (Mon.-Fri. 8 p.m.-9 a.m.; Sat. 5 p.m.-Mon. 9 a.m.): Books reserved for courses.
      (3) One week: None.
      (4) Two weeks: About one half of the books circulate to students for two weeks.
      (5) Other periods: None.
   II. NUMBER OF BOOKS TO A PERSON: Not limited.
   III. RENEWALS: May be renewed by telephone or by students' bringing either books or call numbers.
   IV. RESERVATIONS: "We try to reserve books, but do not guarantee that we can reserve the reserve books. We reserve books from the new book shelf and general stacks for individuals."
10. CIRCULATION OF MAGAZINES: Magazines circulate to faculty and staff.
11. CIRCULATION OF PAMPHLETS: No pamphlets.
12. RECORDS:
    (1) Public card catalog (author, subject) Kept up-to-date.
    (2) Public shelf list.
    (3) Lists of books on reserve, by courses.
    (4) Special card indexes of magazine articles by and about certain authors.
13. PERIODICAL INDEXES: None.
14. EXAMINATION QUESTIONS: None.
15. SPECIAL EQUIPMENT: None.

MUSIC LIBRARY
220 Smith Music Hall
U3141 (temporary) No Bell phone

LIBRARIAN: Mr. Jay Allen.

The new Music Library will be located in the Memorial Room on the second floor at the east end of Smith Memorial Music Hall. The present plan calls for opening 1-5 in the afternoon and 7-10 in the evening, Monday through Friday, and 9-12 on Saturday morning.

About 3,000 volumes of music and musical literature most needed by the Music School will be housed here--about one-sixth of the total music collection. This will include class reserves, except for the general appreciation courses.

An author and a class catalog of the material in the Music Library, and an author catalog of the music material in the Main Library will be set up at first. Eventually the Music Library plans to have dictionary catalogs of all music and musical literature in the University Library. The date of opening is yet to be announced.

NATURAL HISTORY LIBRARY
225 Natural History

U3266 No Bell phone

1. LIBRARIAN: Mr. Lyle E. Bamber. (Hours: Mon.-Fri. 8:30-12, 1-5; Sat. 8:30-12)
2. PROFESSIONAL ASSISTANT: Miss Nadine Banister.
3. LIBRARY HOURS:
   School year: Mon.-Fri. 8-12, 1-6, 7-10; Sat. 8-12, 1-5. Closed Sunday.
   Summer semester: Mon.-Fri. 8-12, 1-5, 7-10; Sat. 8-12.
   Usual vacation hours: Mon.-Fri. 9-12, 1-4; Sat. 9-12.
4. BOOK COLLECTION: 58,000 volumes.
5. SUBJECTS: Bacteriology, botany, entomology, geography, geology, physiology, medicine and zoology.
6. SPECIAL MATERIALS:
   1. Zeleny reprint collection, chiefly in experimental zoology and genetics.
   2. General reprint collection (not yet in shape for public use.)
7. CLASS RESERVES: Bacteriology; Botany; Entomology; Geography; Geology; Physiology; Zoology.
8. PERSONS ENTITLED TO USE LIBRARY: All connected with the University.
9. CIRCULATION OF BOOKS:
   I. PERIODS OF CIRCULATION:
      (1) Non-circulating: All reference books at desk and in reading room; books on bibliography shelf; certain journals such as Journal of the American medical association.
      (2) Overnight (Mon.-Fri. 9 p.m.-9 a.m.; Sat. 4 p.m.-Mon. 9 a.m.): Reserve books.
      (3) One week: None.
      (4) Two weeks: All except as noted above. Also periodicals and serials (all except latest issue) to graduate students and faculty members.
      (5) Other periods: None.
   II. NUMBER OF BOOKS TO A PERSON: Not limited at present.
   III. RENEWALS: Undergraduates permitted one renewal. Periodicals and serials charged to graduate students not renewed. Usually must bring books with them.
   IV. RESERVATIONS: Will save books that are not on reserve for courses.
10. CIRCULATION OF MAGAZINES: Current issues overnight to faculty on full-time appointment; bound volumes and all except latest unbound issue circulate to graduate students and faculty for two weeks.
11. CIRCULATION OF PAMPHLETS: Uncataloged pamphlet file available, but does not circulate.
12. RECORDS:
    (1) Public card catalog (author, subject, a few titles) Kept up-to-date.
    (2) Public shelf list. (Periodical shelf list kept at desk.)
    (3) Card file of books on reserve, by courses.
    (4) Index to biographies of biologists (in preparation.)
    (5) Special card indexes, for librarians' use.
13. PERIODICAL INDEXES: Agricultural index; Biological abstracts; International index to periodicals; Quarterly cumulative index medicus; Social science abstracts (old); Zoological record; other special indexes.

14. EXAMINATION QUESTIONS: Usually for Botany 1a and 1b and Geography 2. Sometimes for Botany 5 and Zoology 2.
15. SPECIAL EQUIPMENT: None.

NATURAL HISTORY SURVEY LIBRARY
429 Natural Resources
U3107 Bell: 6-2531

1. LIBRARIAN: Miss Marguerite Simmons. (Hours: Mon.-Fri. 8:30-12, 1-4:30; Sat. 8-12)
2. PROFESSIONAL ASSISTANT: None.
3. LIBRARY HOURS:
   School year: Mon.-Fri. 8:30-12, 1-4:30; Sat. 8-12. Closed Sunday.
   Summer semester: Same.
   Usual vacation hours: Same.
4. BOOK COLLECTION: 9,000 volumes. (This collection is constantly growing, as the remainder of the Survey's books are transferred from Natural History Library.)
5. SUBJECTS: Biology, botany, zoology, entomology, forestry, conservation, agriculture, wildlife.
6. SPECIAL MATERIALS:
   1. An uncataloged file of reprints from scientific periodicals.
   2. A large group of books and periodicals (scientific) which have never been cataloged and of which the Main Library has no record. Most of them are duplicates of titles to be found elsewhere on the campus.
7. CLASS RESERVES: None.
8. PERSONS ENTITLED TO USE LIBRARY: All connected with the University; visitors. Members of the Survey staff have priority in the use of all material, but there are no other restrictions.
9. CIRCULATION OF BOOKS:
   I. PERIODS OF CIRCULATION:
      (1) Non-circulating: Basic bibliographies and a few essential reference tools.
      (2) Overnight: None.
      (3) One week: None.
      (4) Two weeks: Practically everything.
      (5) Other periods: None.
   II. NUMBER OF BOOKS TO A PERSON: Not limited.
   III. RENEWALS: Two-week books may be renewed (unless in demand) by telephoned requests.
   IV. RESERVATIONS: Permitted.
10. CIRCULATION OF MAGAZINES: Both bound volumes and current issues circulate to staff and faculty members.
11. CIRCULATION OF PAMPHLETS: Pamphlets circulate.
12. RECORDS:
    (1) Public card catalog (author, subject, title) Up-to-date.
    (2) Public shelf list.
    (NOTE: These records exist only for the books which have been cataloged by the library. The majority of the Survey's books have not yet passed through the Catalog Department and are represented only by author and shelf cards.)
    (3) No reserve lists.
    (4) No special indexes.
13. PERIODICAL INDEXES: Zoological record; various specialized indexes and abstract journals.
14. EXAMINATION QUESTIONS: None.
15. SPECIAL EQUIPMENT: None.

NEWSPAPER ROOM
4 Library

U3222 No Bell phone

1. LIBRARIAN: Mr. T. H. Cahalan. (Hours: Mon.-Fri. 9-12, 1-5; Sat. 8-12)
2. PROFESSIONAL ASSISTANT: None.
3. LIBRARY HOURS:
   School year: Mon.-Sat. 8 a.m.-10 p.m. Closed Sunday.
   Summer semester: Same.
   Usual vacation hours: Same as main library.
   (At present there is a student assistant on duty Mon.-Fri. 8-9 a.m., 7-10 p.m. and occasionally Sat. 1-3 p.m., to supplement Mr. Cahalan's hours. For any changes in this schedule inquire at Reference Desk)
   NOTE: All persons using the Newspaper Room at any time of day should obtain a key from North Reserve so that they will not be locked in the Newspaper Room if elevator service should be temporarily suspended.
4. BOOK COLLECTION: 20,000 volumes of bound newspapers; a few indexes and lists of newspapers, including some union lists.
5. SUBJECTS: In general, only unclassified newspapers. The collection is described in Illinois Libraries, May 1942.
6. SPECIAL MATERIALS:
   1. Foreign language newspapers published in U.S. and Canada.
   2. Civilian Conservation Corps publications.
   3. Publications of military posts and camps.
7. CLASS RESERVES: None.
8. PERSONS ENTITLED TO USE LIBRARY: (a) Faculty members of the rank of Instructor or above; (b) Others with written permission from the Reference Department. Undergraduates are not granted admission except in special cases; material for their use will be sent to the Reference Room upon request of the Reference Department. (All persons using the Newspaper Collection at any time of day should obtain a key from North Reserve so that they will not be locked in the Newspaper Division if the elevator service is suspended temporarily.)
9. CIRCULATION OF BOOKS: None of the material in the Newspaper Division may be taken from the room, except as in 8 (b).
10. CIRCULATION OF MAGAZINES: No magazines in the collection, except army periodicals which do not circulate.
11. CIRCULATION OF PAMPHLETS: No pamphlets in the collection.
12. RECORDS:
    (1) Card catalogs of newspapers:
        (a) Geographical file (full information)
        (b) Chronological file (less information)
        (c) Title index (catchword)
        (d) Language index
    (2) Newspapers in the University of Illinois Library, March, 1942. (A typed list showing holdings of bound volumes through December, 1941.) (Additional copy at Reference Desk.)
    (3) Typed list of titles currently received, arranged under several classifications. (Additional copy at Reference Desk.)
    (4) Acme visible record files for titles currently received.
13. NEWSPAPER INDEXES: New York Times, 1913-1941; London Times, 1817-1929 (1930+ in Ref. Rm.); New York Tribune, 1875-1906; 3 others.

NEWSPAPER LISTS: Ayer; Willing; Sperling; Annuaire de la Presse. Union List of Newspapers; Scott's union list (Newspapers and Periodicals of Illinois, 1814-1879); a few other union lists and lists of individual libraries.

14. EXAMINATION QUESTIONS: None.
15. SPECIAL EQUIPMENT: Typewriter available for use of patrons who wish to copy from newspapers.

NORTH RESERVE BOOK ROOM
100 Library
U5148 No Bell phone

1. LIBRARIAN: Miss Jimmie Deck. (Hours: Irregular)
2. PROFESSIONAL ASSISTANTS: Miss Mary Arntzen, Mrs. Theo Broxholm Nelson, Miss Catharine Thompson.
3. LIBRARY HOURS:
   School year: Mon.-Sat. 7:50 a.m.-10 p.m. Closed Sunday.
   Summer semester: Mon.-Fri. 7:50 a.m.-10 p.m.; Sat. 7:50 a.m.-6 p.m.
   Usual vacation hours: Mon.-Sat. 9-12, 1-5.
4. BOOK COLLECTION: 15,000 volumes.
5. SUBJECTS: See No. 7.
6. SPECIAL MATERIALS: International Relations Club collection.
7. CLASS RESERVES: Art; Economics 22; Education 6; English; French; General Division 2-5; German; Greek; History; Home Economics; Hygiene; Latin 1; Music; Physical Education; Political Science; Psychology 1; Rhetoric; Social Science 2; Sociology; Speech; Study Habits.
8. PERSONS ENTITLED TO USE LIBRARY: All connected with the University. Others with special permits from Director's office or Loan Desk.
   Books may be charged only in the room itself. No provision made for charging North Reserve books through Loan Desk on Sundays or during vacation periods.
9. CIRCULATION OF BOOKS:
   I. PERIODS OF CIRCULATION:
      (1) Non-circulating: Reference books and periodicals.
      (2) Overnight (Mon.-Fri. 9 p.m.-9 a.m.; Sat. 8 p.m.-Mon. 9 a.m.): Reserve books.
      (3) One week: International Relations Club books; Soc. 3.
      (4) Two weeks: None.
      (5) Other periods: Books for Eng. 12, Hygiene, and Pol. Sci. 4 circulate for 3 days.
      Faculty members and occasionally graduate students use the books temporarily when they are not needed by classes for which they are reserved. Approval of instructor who reserved them must be secured first.
   II. NUMBER OF BOOKS TO A PERSON: Limited only when the books desired are in unusual demand by a large number of students.
   III. RENEWALS: None.
   IV. RESERVATIONS: Not permitted.
10. CIRCULATION OF MAGAZINES: Not permitted.
11. CIRCULATION OF PAMPHLETS: No pamphlets in collection.
12. RECORDS:
      (1) Author catalog. Cards are inserted or withdrawn as each book is put on or removed from reserve.
      (2) Shelf list, for librarians' use.
      (3) Reserve lists, by courses: in course books for use of students, and on cards for use of librarians.
      (4) No special card indexes.
13. PERIODICAL INDEXES: None.
14. EXAMINATION QUESTIONS: Chemistry 1-8; Economics 22; English 44; Hygiene hour exams.
15. SPECIAL EQUIPMENT: (1) Key to Newspaper Room; (2) Key to Room 404 (Talking-book collection and study room for blind students)

OBSERVATORY LIBRARY
Observatory
U5166 Bell: 7-1462

1. LIBRARIAN: [None. Student stenographer in charge.]
2. PROFESSIONAL ASSISTANT: None.
3. LIBRARY HOURS:
   School year: Irregular. Telephone before sending people over.
   Summer semester: Same.
   Usual vacation hours: Same.
4. BOOK COLLECTION: 2000 volumes.
5. SUBJECTS: Astronomy; a few physics and mathematics books.
6. SPECIAL MATERIALS: Lantern slides (property of Astronomy Department.)
7. CLASS RESERVES: None.
8. PERSONS ENTITLED TO USE LIBRARY: All connected with the University. (Students must have identification cards.)
9. CIRCULATION OF BOOKS:
   I. PERIODS OF CIRCULATION:
      (1) Non-circulating: Most books in the collection are used in the library.
      (2) Overnight: None.
      (3) One week: Occasionally, when two-week books are in demand.
      (4) Two weeks: A number of books.
      (5) Other periods: To faculty members.
   II. NUMBER OF BOOKS TO A PERSON: No policy.
   III. RENEWALS: Permitted for two-week books.
   IV. RESERVATIONS: No policy.
10. CIRCULATION OF MAGAZINES: Permitted to faculty members.
11. CIRCULATION OF PAMPHLETS: No pamphlets in collection.
12. RECORDS:
      (1) Author catalog only. Available to readers.
      (2) No shelf list.
      (3) No reserve lists.
13. PERIODICAL INDEXES: None.
14. EXAMINATION QUESTIONS: None.
15. SPECIAL EQUIPMENT: None.

PHYSICS DEPARTMENT LIBRARY
201 Physics Laboratory
U4168 Bell: 7-3461

1. LIBRARIAN: [In charge of Miss Della Mae Rogers, secretary of Physics Department.] (Hours: Mon.-Fri. 8-12, 1-5; Sat. 8-12)
2. PROFESSIONAL ASSISTANT: None.
3. LIBRARY HOURS:
   School year: Mon.-Fri. 8-12, 1-5; Sat. 8-12. Closed Sunday.
   Summer semester: Same.
   Usual vacation hours: Same.
4. BOOK COLLECTION: 4000 volumes.
5. SUBJECTS: Physics. Some mathematics and chemistry.
6. SPECIAL MATERIALS: None.
7. CLASS RESERVES: Physics courses, advanced undergraduate and graduate. (Reserve books are in Room 203.) (Elementary physics reserves are in Engineering Library.)
8. PERSONS ENTITLED TO USE LIBRARY: Undergraduates not encouraged because of lack of space, but may use it to study Physics assignments. All members of Physics Department staff have keys to the library.
9. CIRCULATION OF BOOKS:
   I. PERIODS OF CIRCULATION:
      (1) Non-circulating: Periodicals, dictionaries, books of tables are not to be taken from the building. Department staff members are allowed to take them to offices in the building.
      (2) Overnight (Mon.-Fri. 4:30 p.m.-9 a.m.; Sat. 11:30 a.m.-Mon. 9 a.m.): Reserve books.
      (3) One week: None.
      (4) Two weeks: Miscellaneous volumes to non-staff members.
      (5) Other periods: Miscellaneous volumes for one month to staff members.
   II. NUMBER OF BOOKS TO A PERSON: Not limited.
   III. RENEWALS: Books renewed once. Prefer that student bring in book.
   IV. RESERVATIONS: Not permitted.
10. CIRCULATION OF MAGAZINES: "On interlibrary loans. Infrequently overnight permission is given by Prof. Bartlett for a periodical if we have only copy on the campus."
11. CIRCULATION OF PAMPHLETS: No pamphlets in collection.
12. RECORDS:
    (1) Public author catalog. Up-to-date.
    (2) Public shelf list.
    (3) No reserve lists for courses.
    (4) No special card indexes.
13. PERIODICAL INDEXES: None.
14. EXAMINATION QUESTIONS: None.
15. SPECIAL EQUIPMENT: None.

RARE BOOK ROOM
419 Library
U5249 No Bell phone

1. LIBRARIAN: Miss Isabelle F. Grant. (Hours: Mon.-Fri. 8:30-12, 2-5; Sat. 8:30-12)
2. PROFESSIONAL ASSISTANT: None.
3. LIBRARY HOURS:
   School year: Mon.-Fri. 8:30-12, 2-5; Sat. 8:30-12. Closed Sunday.
   Summer semester: Same.
   Usual vacation hours: Hours posted on door.
4. BOOK COLLECTION: 23,000 volumes.
5. SUBJECTS: 16th century as well as 17th century material, on all subjects.
6. SPECIAL MATERIALS: Milton collection of 2200 volumes, also films of Milton material in other libraries.
7. CLASS RESERVES: None.
8. PERSONS ENTITLED TO USE LIBRARY: Graduates and faculty. Undergraduates if they have a legitimate reason; ordinarily they prefer modern reprints if available.
   Students are not allowed to use the room when the librarian is not on duty.
   If impossible for person to use book during hours the room is open, he may make arrangements with the librarian in charge of the collection to have book taken to the Reference Desk by the librarian and used in that room. It must not be taken from that room.
9. CIRCULATION OF BOOKS: Books are never allowed to be taken from the room.
10. CIRCULATION OF MAGAZINES: No magazines in collection.
11. CIRCULATION OF PAMPHLETS: Same as books.
12. RECORDS:
    (1) Author catalog, available to students. To include editor and translator cards later.
    (2) Shelf list (in process).
    (3) No special card indexes.
13. PERIODICAL INDEXES: None.
14. EXAMINATION QUESTIONS: None.
15. SPECIAL EQUIPMENT: None.

REFERENCE DEPARTMENT
200 Library
U6147 Bell: 7-4200

1. LIBRARIANS: Miss Fanny Dunlap, Miss Alice S. Johnson. (Hours: Irregular.)
2. PROFESSIONAL ASSISTANTS: Miss Dorothy Black, Miss Ruth Erlandson, Miss Virginia Irwin, Miss Dorothy Parrish, Miss Marjorie Stafford.
3. LIBRARY HOURS:
   School year: Mon.-Sat. 7:50 a.m.-10 p.m. Sunday 2:30-5:30.
   Summer semester: Mon.-Sat. 7:50 a.m.-10 p.m. Closed Sunday.
   Usual vacation hours: Same hours as main library building.
4. BOOK COLLECTION: 14,500 volumes.
5. SUBJECTS: All subjects.
6. SPECIAL MATERIALS.
   1. File of clippings and pamphlets.
   2. File of uncataloged bibliographies.
   3. Unbound British Parliamentary papers.
   4. U.S. Census publications.
   5. Current Senate and House bills of the General Assembly of Illinois.
   6. Current U.S. Senate and House Reports and Documents.
   7. Travel folders and circulars.
7. CLASS RESERVES: Debate reserves.
8. PERSONS ENTITLED TO USE LIBRARY: Everyone connected with the University, visitors, and local residents.
9. CIRCULATION OF BOOKS:
   I. PERIODS OF CIRCULATION:
      (1) Non-circulating: Reference books that are very expensive, difficult to replace, rare or in great demand for reference use. Government publications.
      (2) Overnight (Mon.-Fri. 9 p.m.-9 a.m.; Sat. 8 p.m.-Sun. 3 p.m.; Sun. 5 p.m.-Mon. 9 a.m.): Books not in (1), with permission.
      (3) One week: None.
      (4) Two weeks: None.
      (5) Other periods: Only with special permission.
   II. NUMBER OF BOOKS TO A PERSON: Not limited unless books are in demand.
   III. RENEWALS: None.
   IV. RESERVATIONS: Not permitted for material in Reference Room. Special material brought in from the book stacks in answer to reference questions is held on a reserve shelf.
10. CIRCULATION OF MAGAZINES: Only for use of faculty for a very short period in campus buildings, when absolutely necessary.
11. CIRCULATION OF PAMPHLETS: Overnight circulation.
12. RECORDS:
   (1) Author catalog, with a few titles. Kept up-to-date. Primarily for use of librarians.
   (2) Shelf list.
   (3) Information index, a subject index to books and parts of books, bibliographies in the Reference Room, debating material, contemporary biography in collections and in vertical file, pamphlets, fugitive material, etc.
   (4) Drama index for plays in recent collections.
   (5) Periodical notes index with notes on new and discontinued periodicals.

(6) Index to Masters in art.
(7) List of current debate reserves.

13. PERIODICAL INDEXES: Many, both general and special.
14. EXAMINATION QUESTIONS: None.
15. SPECIAL EQUIPMENT:
    (1) Reading glass.
    (2) Donoyer-Geppert 16-inch air-age globe (physical-political.)
    (3) Visible index ("rotary index") of call numbers for magazines indexed in the following: Readers' guide, Poole's index, Agricultural index, Art index, Dramatic index, Education index, Industrial arts index, International index, Magazine subject index.

NOTE: The Information Desk, located in the Circulation Room of the main library, near the Card Catalog, is an extension service of the Reference Department to assist in the use of the Card Catalog and to direct readers to other resources of the library.

Information desk hours:

Mon.-Thurs. 9-11 a.m.; 2-4:30, 7-9:30 p.m.
Fri. 9-11 a.m.; 2-4:30 p.m.
Sat. 9-11 a.m.; 2-4 p.m.
Sun. Closed.

Hours irregular during Summer semester. Closed during vacation periods.

During hours when the Information Desk is not attended, librarians at the Reference Desk give this service.

(See also sheet under heading Information Desk.)

S COLLECTION
106 Library
U5148 No Bell phone

1. LIBRARIAN: [In charge of Miss Alice Lohrer, Instructor in Library Science.] (Hours: In 106, irregular; in 323 Library, Mon.-Tues. 11-12, and Thurs. 1-2.)
2. PROFESSIONAL ASSISTANT: None.
3. LIBRARY HOURS: Same as Seven-day book room.
   NOTE: "At other times, by special arrangement, students in the courses may have access to the room by applying at the North Reserve desk."
4. BOOK COLLECTION: 2000 volumes.
5. SUBJECTS: Children's literature, adolescent literature, school library management.
6. SPECIAL MATERIALS:
   1. Book jackets.
   2. Vertical file.
   3. Samples of magazines for children and young people.
7. CLASS RESERVES: Children's Literature; Adolescent Literature; School Library Management.
8. PERSONS ENTITLED TO USE LIBRARY: Juniors and seniors enrolled in Teacher-Librarian courses and Library School students may charge out materials housed in 106. All others connected with the University may use the collection for browsing, but may not take books from the room, except by special arrangement with Miss Hostetter or Miss Lohrer.
9. CIRCULATION OF BOOKS:
   I. PERIODS OF CIRCULATION:
      (1) Non-circulating: Three sets of encyclopedias.
      (2) Overnight: Professional tools on reserve, Mon.-Fri. 9 p.m.-9 a.m.; Sat. 11:45 a.m.-Mon. 9 a.m. Reading books for book selection, Mon.-Fri. 4:45 p.m.-9 a.m.; Sat. 11:45 a.m.-Mon. 9 a.m.
      (3) One week: Books not being used for courses.
      (4) Two weeks: None.
      (5) Other periods: None.
   II. NUMBER OF BOOKS TO A PERSON: Limited only in cases of special demand.
   III. RENEWALS: One-week books are renewed occasionally.
   IV. RESERVATIONS: Not permitted.
10. CIRCULATION OF MAGAZINES: Have only Wilson Library Bulletin, Booklist, Horn Book, and Clearing House. They do not circulate.
11. CIRCULATION OF PAMPHLETS: No pamphlets.
12. RECORDS:
      (1) Dictionary catalog.
      (2) Shelf list.
      (3) Children's catalog and Standard catalog for high school libraries are checked as a "holdings" record. These are available to students.
13. PERIODICAL INDEXES: None.
14. EXAMINATION QUESTIONS: None.
15. SPECIAL EQUIPMENT: None.

SEVEN-DAY BOOK ROOM
104-106 Library
U5148 No Bell phone

1. LIBRARIAN: Miss Eleanor Blum. (Hours: Mon.-Sat. 9-12 a.m.; other hours irregular.)
2. PROFESSIONAL ASSISTANT: None.
3. LIBRARY HOURS:
   School year: Mon.-Sat. 9-12, 2-5, 7-10. Closed Sunday.
   Summer semester: Same.
   Usual vacation hours: Irregular.
   NOTE: Books may be returned to desk in North Reserve when this room is closed. No arrangement for charging of books from other desks when room is closed.
4. BOOK COLLECTION: 3000 volumes.
5. SUBJECTS: General reading; physical education.
6. SPECIAL MATERIALS: None.
7. CLASS RESERVES: Rhetoric 1 and 2 (supplementary reading.)
   Men's Physical Education (supplementary reading.)
8. PERSONS ENTITLED TO USE LIBRARY: Freshmen (or upperclassmen enrolled in Rhetoric 1 or 2) may take out books in Room 104. Students in P.E. courses may take out books in Room 106.
9. CIRCULATION OF BOOKS:
   I. PERIODS OF CIRCULATION:
      (1) Non-circulating: A few valuable books.
      (2) Overnight: None.
      (3) One week: All books except as noted above.
      (4) Two weeks: None.
      (5) Other periods: None.
   II. NUMBER OF BOOKS TO A PERSON: Usually two to each student. Varies according to demand.
   III. RENEWALS: In exceptional cases.
   IV. RESERVATIONS: Yes.
10. CIRCULATION OF MAGAZINES: Unbound copies of New York Herald Tribune Weekly Book Review, New York Times Book Review, Saturday Review of Literature are available; permitted to circulate. Complete set of The Green Caldron available, but it does not circulate.
11. CIRCULATION OF PAMPHLETS: No pamphlets.
12. RECORDS:
    (1) Author catalog for use of librarian. (Complete list of books in Room 104 is included in Rhetoric Manual, owned by all Rhetoric students.)
    (2) Shelf list, for use of librarian.
    (3) No lists of books on reserve by courses--except Rhetoric Manual and Sports Curriculum.
    (4) Alphabetical author file of Rhetoric books, with descriptive annotations, for student use.
13. PERIODICAL INDEXES: None.
14. EXAMINATION QUESTIONS: None.
15. SPECIAL EQUIPMENT: None.

SOUTH RESERVE BOOK ROOM
101 Library
U5248 No Bell phone

The South Reserve Book Room is at present not used for library purposes. For the duration of the war, it is to be at the disposal of the Army.

Books formerly shelved in South Reserve have been moved to North Reserve. See entry under North Reserve Book Room.

ILLINI UNION BROWSING ROOM
Illini Union Building
U6197 Bell: 7-4044 (main office of building)

1. LIBRARIAN: Miss Bette Patterson. (Hours: Irregular)
2. PROFESSIONAL ASSISTANT: Miss Louise Hall.
3. LIBRARY HOURS:
   School year: Mon.-Sat. 10 a.m.-10 p.m. Sunday 1-10 p.m.
   Summer semester: 12 noon-10 p.m. every day, including Sunday.
   Usual vacation hours: 2-5, 7-9 p.m. every day, including Sunday.
4. BOOK COLLECTION: 1500 volumes.
5. SUBJECTS: General.
6. SPECIAL MATERIALS: None.
7. CLASS RESERVES: None.
8. PERSONS ENTITLED TO USE LIBRARY: Everyone connected with the University.
9. CIRCULATION OF BOOKS: None of the books may be taken from the room except in rare cases, when permission of the librarian must be obtained. No reservation of books for individuals.
10. CIRCULATION OF MAGAZINES: Late issues of 11 popular magazines on all subjects are kept in the room. They are not permitted to circulate.
11. CIRCULATION OF PAMPHLETS: No pamphlets.
12. RECORDS:
    (1) Public card catalog (author, subject, title) Kept up-to-date.
    (2) Public shelf list.
    (3) No reserve lists.
    (4) Play and short story indexes to books in room.
13. PERIODICAL INDEXES: None.
14. EXAMINATION QUESTIONS: None.
15. SPECIAL EQUIPMENT: None.

UNIVERSITY HIGH SCHOOL LIBRARY AND CURRICULUM LIBRARY
201, 202, 203 University High School
U6284 Bell: 7-4300

1. LIBRARIAN: Miss Evalene Kramer. (Hours: Mon.-Fri. 7:45-12, 1-5)
2. PROFESSIONAL ASSISTANT: Miss Helen Hagger.
3. LIBRARY HOURS:
   School year: Mon.-Fri. 7:50-12, 1-5; Sat. 8-12. Closed Sunday.
   Summer semester: Mon.-Fri. 8-12, 1-4; Sat. 8-12.
   Usual vacation hours: Closed during holiday periods and in August. Open full time between semesters.
4. BOOK COLLECTION: 6800 volumes.
5. SUBJECTS: High school subjects, recreational reading books, education books, textbooks, standardized tests, courses of study, professional periodicals, general periodicals.
6. SPECIAL MATERIALS:
   1. Clipping and pamphlet file pertaining to high school subjects.
   2. Picture file.
   3. Elementary and secondary school textbooks (recent).
   4. Standardized tests.
7. CLASS RESERVES: For Education 10 (all sections) and Education Practice; periods of reservation vary in length. Classroom libraries (rotating collections)
8. PERSONS ENTITLED TO USE LIBRARY: "Any one and every one who has any interest in schools, or school curriculum, or anything we have to offer."
9. CIRCULATION OF BOOKS:
   I. PERIODS OF CIRCULATION:
      (1) Non-circulating: Reference books and bound periodicals. Any book may be taken to a classroom or study hall for an hour.
      (2) Overnight (Mon.-Thurs. 3 p.m.-8 a.m.; Fri. 3 p.m.-Mon. 8 a.m.): Books that are being used for a class project and are on reserve in the library.
      (3) One week: None.
      (4) Two weeks: All recreational reading books and those not on reserve.
      (5) Other periods: Classroom libraries are placed in the classrooms for indefinite periods depending on the length of the unit.
   II. NUMBER OF BOOKS TO A PERSON: Not limited. "I discourage taking more than two or three, but no limit is set."
   III. RENEWALS: Books must be brought in to be renewed.
   IV. RESERVATIONS: Permitted.
10. CIRCULATION OF MAGAZINES: Bound volumes do not leave the building, but may be taken to the classroom. All unbound issues circulate.
11. CIRCULATION OF PAMPHLETS: Vertical file pamphlets circulate. (Most of the pamphlets are entered in the card catalog under subject)
12. RECORDS:
      (1) Public card catalog (author, subject, title) Kept up-to date.
      (2) Public shelf list.
      (3) Reserve lists, by courses, including Education 10.
      (4) Short story index on cards; Essay index on cards; Vertical file index.

NOTE: As a rule, books and periodicals in the U.H.S. Library are not listed in the University Library's card catalog. However, all professional periodicals and all materials in the Curriculum Library which are purchased on University Library funds are cataloged by the Catalog Department and represented in the main catalog.

13. PERIODICAL INDEXES: Readers' guide; Education index.
14. EXAMINATION QUESTIONS: No examination questions for university courses.
15. SPECIAL EQUIPMENT: None.